

<b>Title</b>	<b>Project manage the implementation of a museum public programme</b>		
<b>Level</b>	<b>6</b>	<b>Credits</b>	<b>12</b>

<b>Purpose</b>	<p>This unit standard is intended for people who have or seek responsibility for implementing the plan for a public programme.</p> <p>People credited with this unit standard are able to explain project management principles in implementing a museum public programme, and apply project management principles in the implementation of a project management plan for a museum public programme.</p>
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<b>Classification</b>	Museum Services > Museum Public Programmes
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<b>Available grade</b>	Achieved
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### Guidance Information

- For the purposes of this unit standard, evidence requirements may be limited to one museum.
- For the purposes of this unit standard the project management plan for a museum public programme will be assigned to the candidate as part of a museum's operations.
- Definitions**  
*Museum* includes museums, art galleries, whare taonga, tribal museums, cultural centres, science centres, interpretive centres, exhibition centres, and historic places.  
*Museum policy and practice* refers to all workplace requirements for the operation of museums. These may include, but are not limited to – relevant statutory and regulatory requirements, a formal statement of purpose, terms of reference for the governing body, acknowledgement of the Treaty of Waitangi and mana of tangata whenua, a code of ethics, nomination process, iwi representation, statement of decision-making cycle, procedures manual for the governing body, access to special advice including Māori consultation, and other documents and arrangements as may be necessary or appropriate. Any relevant Acts, regulations, bylaws, and accepted international conventions and protocols must be complied with during assessment against this standard.  
*Public programmes* include exhibitions, tours, workshops, demonstrations, illustrated lectures, performances, research, day schools, community events and educational programmes.  
*Taonga* are museum collection items of cultural and social significance to Māori.

- 4 The unit standard may be assessed against an existing museum brief for a public programme, or against a brief written by the candidate in consultation with museum management.
- 5 Recommended skills and knowledge:  
Unit 20549, *Develop a plan and explain compliance and implementation considerations for a museum public programme*; Unit 20554, *Demonstrate knowledge of museums and responsibilities of the museum sector in Aotearoa New Zealand*, and Unit 29572 *Plan and implement a small-scale museum public programme*; or demonstrate equivalent knowledge and skills.

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## Outcomes and performance criteria

### Outcome 1

Explain project management principles in implementing a museum public programme.

#### Performance criteria

- 1.1 The rationale for the project management plan is described in accordance with museum policy and practice.
- 1.2 The role of a project manager in museum public programme implementation is explained in accordance with museum policy and practice.
- Range evidence for four aspects of the role is required.
- 1.3 Constraints upon museum public programme project implementation are explained in accordance with museum policy and practice.
- Range evidence for three constraints is required.
- 1.4 Methods of project management in relation to the project management plan are explained in accordance with museum policy and practice.
- Range includes but is not limited to – planning, scheduling, control; evidence of two methods is required.
- 1.5 Processes for administering and controlling budgets for a museum public programme are described in accordance with museum policy and practice.
- Range evidence for two processes is required.
- 1.6 Techniques for solving problems that arise in the implementation of the project management plan are explained in accordance with museum policy and practice.
- Range evidence for two techniques is required.

- 1.7 Situations that may require the termination of a museum public programme project are identified and explained.

Range evidence for two situations is required.

## **Outcome 2**

Apply project management principles in the implementation of a project management plan for a museum public programme.

### **Performance criteria**

- 2.1 The project management plan is implemented in accordance with museum policy and practice.

Range includes but is not limited to – assembly, project timeframes, protocols with regard to ownership, responsibilities to interest groups.

- 2.2 Construction and/or production are implemented and museum personnel managed in accordance with the project management plan and museum policy and practice.

Range includes but is not limited to – timeframes, financial constraints.

- 2.3 Project contingencies are managed in accordance with the project management plan and museum policy and practice.

- 2.4 Project events are managed in accordance with the project management plan and museum policy and practice.

Range may include but is not limited to – preview, opening celebration, activities.

- 2.5 The programme is promoted to the intended audience in accordance the project management plan and museum policy and practice.

Range media (paid and unpaid), printed material, internet, interest groups; compilation, production, distribution.

- 2.6 The project is completed in accordance with the project management plan and museum policy and practice.

- 2.7 Evaluation is implemented in accordance with museum policy and practice.

Range includes but is not limited to – effects on future planning processes, identifying improvements.

- 2.8 A report on the project is completed in accordance with museum policy and practice.

**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	24 May 2005	31 December 2018
Rollover and Revision	2	21 September 2007	31 December 2018
Review	3	21 January 2011	31 December 2025
Review	4	18 August 2016	31 December 2025
Review	5	26 October 2023	31 December 2025

**Consent and Moderation Requirements (CMR) reference**

0078

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.